

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INTERMEDIATE STENOGRAPHER

DEFINITION:

Under general supervision, at the journey-level, to take and transcribe dictation from various sources; to perform a variety of typing and general clerical work of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Takes and transcribes a wide variety of dictation including minutes of meetings, conferences, verbatim responses to correspondence, and other materials;
- Types letters, memoranda, and reports from shorthand notes and rough drafts;
- Prepares and types bills, vouchers, warrants, and requisitions involving the use of independent judgment;
- Composes routine correspondence;
- Reviews a variety of data for completion and conformance with established policy;
- Edits reports for proper English usage and composition;
- Schedules meetings and makes appointments for staff;
- Greets callers;
- Answers inquiries about departmental standards and procedures;
- Prepares routine statistical calculations and research for special studies;
- Orders office supplies and keeps inventory;
- Receives and accounts for funds;
- Posts and makes entries of expenditures;
- Maintains mailing lists, files, and card indexes;
- Keeps labor time cards and prepares payrolls;
- Operates a variety of office equipment;
- May lead the work of subordinate clerical personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience. Ability to take dictation at 90 words per minute and type at a speed of 50 net words per minute.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.